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INFORMATION MANAGEMENT OFFICERS COURSE

1. **LOCATION:** DOIM Bldg 200 Conference Room or location to be determined.
2. **REPORTING:** 0850 Hours on the day of class. Failure to report on time may result in loss of space.
3. **LENGTH:** 2 Days, 0850-1600
4. **PURPOSE:** To provide unit IMO's with the tools necessary to perform their duties in an efficient and timely manner. Topics include: Remedy, Form 3002, DA2407 and technical inspections, Customer Service, CAPRS, Architecture, Troubleshooting, Outlook, mapping drives, back up of information, printers, etc.
5. **PREREQUISITES:**
 - a. IMO Orders (turned in to DOIM at least 1 week prior). Contact DOIM for requirements.
 - b. Personal Email Account
 - c. Secret security clearance
6. **ADMINISTRATIVE INSTRUCTIONS:**
 - a. Number of students will not be less than eight or more than 12 in each class.
 - b. Students will be exempt from duties, which might interfere with course participation.
7. **POINT OF CONTACT:** Christina Ruskavage at DOIM 239-3646.

OFFICIAL MAIL TRAINING

1. **LOCATION:** Bldg 319, CPAC 0900-1400
2. **LENGTH:** 4 Hours.
3. **PURPOSE:** Classes offered for Secretaries; personnel producing forms, publications, and periodicals; OMDC personnel; and OMMs will receive training within 4 months after assignment to the installation in the following subjects: Private express statutes, material that cannot be mailed, classification of mail, special postal services, international mail requirements, postage and fees required, penalties for private use of official mail, protection of mail, performing mail surveys, addressing mail, cost-saving methods to include other methods of communicating and shipping material.
4. **ADMINISTRATION:** Pre-enrollment is required. Call 239-5411/5200 for enrollment.
6. **POINT OF CONTACT:** The POC for this action is Postal Operations, 239-5411/5200.
7. **FY04 COURSE SCHEDULE:**
 - 3 Oct 03
 - 14 Nov 03
 - 23 Jan 04
 - 12 Mar 04
 - 9 Apr 04
 - 25 June 04
 - 9 July 04
 - 24 Sept 04
 - 15 Oct 04
 - 10 Dec 04
8. Official Mail Training is conducted twice a quarter.



PUBLICATIONS CLASS SCHEDULE

Publications Management Classes are mandatory for all primary and alternate Publications Clerks and highly recommended for Publications Officers. Classes are held at Troop Schools, classroom 4, bldg 7305, from 09:00 – 16:00. Upcoming dates are:

24 SEP 03

22 OCT 03

19 NOV 03

17 DEC 03

07 JAN 04

04 FEB 04

17 MAR 04

21 APR 04

12 MAY 04

16 JUN 04

21 JUL 04

11 AUG 04

15 SEP 04

A company level publications class is offered for all sub-account holders. This course covers how to determine which publications are required, how to order via Internet, how to establish and maintain a tracking system. Classes are held at Troop Schools, classroom 4, bldg 7305, from 09:00 – 12:00. Upcoming dates are:

30 SEP 03

29 OCT 03

06 NOV 03

01 DEC 03

30 JAN 04

27 FEB 04

04 MAR 04

28 APR 04

27 MAY 04

04 JUN 04

28 JUL 04

31 AUG 04

30 SEP 04

Enrollment can be made by either calling the Publications Office at 239-3283/3881 or e-mail requests to williamj@riley.army.mil

UNIT MAIL SERVICE TRAINING COURSE

1. **LOCATION:** Bldg 319, CPAC
2. **LENGTH:** 0900-1630
3. **PURPOSE:** To provide training on the importance of safeguarding mail, handling of accountable mail, timely delivery, and the serious consequences of negligence of duty at Fort Riley. Reference: DOD 4525.6-M Volume II.
4. **PREREQUISITES:** Personnel training to become unit mail clerks or alternates, will be appointed in writing for the minimum training period of 20 working days but not to exceed 30 working days.
5. **POINT OF CONTACT:** Postal Operations Center, (785) 239-5411 or DSN 856-5411.
6. **FY 04 COURSE SCHEDULE:**
 - 1 & 15 Oct 03
 - 5 & 19 Nov 03
 - 3 & 10 Dec 03
 - 7 & 21 Jan 04
 - 4 & 25 Feb 04
 - 10 & 25 Mar 04
 - 7 & 28 Apr 04
 - 5 & 26 May 04
 - 9 & 23 June 04
 - 7 & 28 July 04
 - 4 & 18 Aug 04
 - 8 & 22 Sept 04
7. **ADDITIONAL INFORMATION:** DOD 4525-6-M VOL II dated Feb 87 requires all unit mail service personnel to complete mail service training. Commanders or their designated representatives shall designate unit mail clerks and postal officers. Unit mailrooms must have a minimum of one primary unit mail clerk and at least one alternate. It is recommended each unit mailroom have two alternate unit mail clerks appointed. Each mailroom must have a minimum of a primary and at least one alternate unit postal officer appointed at all times.
8. **HOW TO APPLY:** Call 239-5411 for enrollment or visit us at 5302 Ashby Avenue to sign up.